

## Department of Child Safety (DCS)/Division of Developmental Disabilities (DDD)

### SUMMARY OF ROLES AND RESPONSIBILITIES

DCS SPECIALIST	DDD SUPPORT COORDINATOR
<ul style="list-style-type: none"> <li>• Assess Safety, Risk and develop Case Plan.</li> <li>• Contact DDD to check for enrollment, (eligible diagnoses – Autism, Intellectual Disability, Cerebral Palsy, Epilepsy, or “At Risk” if the child is under 6 years of age).               <ul style="list-style-type: none"> <li>- Contact numbers:                    Maricopa, Gila (excluding Payson),                    Pinal Counties:                    8:00 am – 5:00 pm -                    800-749-9490                    After-hours –                    602-375-1403                     Pima, Yuma, Cochise, Graham,                    Greenlee, Santa Cruz Counties:                    8:00 am – 5:00 pm –                    520-628-6800                    After-hours –                    800-525-3611                     Yavapai, Coconino, Mohave, LaPaz,                    Navajo, Apache Counties and Payson:                    8:00 am – 5:00 pm –                    928-773-4957                    After-hours –                    928-773-2976                 </li> </ul> </li> <li>• Coordinate and collaborate with the DDD Eligibility Worker in the application for DDD eligibility, i.e., signature of initial application and providing supporting documentation to assist DDD in making an eligibility determination.</li> <li>• Coordinate and collaborate with the DDD Support Coordinators on important aspects of the case.</li> <li>• Invite DDD Support Coordinators to case plan staffings, Team Decision Making (TDM) Meetings, Child &amp; Family Team (CFT) Meetings, court hearings, etc.</li> <li>• Provide copies of documents (e.g. court reports, case plan, minute entries, etc.) and results of staffings and hearings.</li> <li>• Notify DDD Support Coordinators of adoption</li> </ul>	<ul style="list-style-type: none"> <li>• Upon request identify eligible or previously eligible children and provide the information to DCS.               <ul style="list-style-type: none"> <li>○ If the case is currently closed, provide DCS the information on how to make an application.</li> <li>○ During working hours: Eligibility staff responsible to provide information to DCS.</li> <li>○ After-hours: Answering Service responsible to provide information to DCS. Should DCS request to speak with an On Call Manager, the Manager will respond to DCS within 1 hour.</li> </ul> </li> <li>• Should you become aware that a child is, or has become involved with DCS, contact DCS Hotline – 877-SOS-CHILD (877-767-2445) to obtain the contact information of the assigned DCS worker.</li> <li>• Authorize ALTCS services including placement.</li> <li>• Complete placement profile for ALTCS eligible children at the time of placement.</li> <li>• Coordinate and collaborate with the DCS Specialist to jointly identify the most appropriate placement for the child based on the child’s needs, for currently or previously eligible* children and minor siblings of that child.                 *Previously eligible as defined as a qualifying diagnosis other than “At Risk.”             </li> <li>• Coordinate and collaborate with the DCS Specialist to jointly identify the most appropriate services for the DDD eligible child based on the child’s needs and eligibility type (funding source).</li> <li>• Provide information to the DCS Specialist about services and supports for children with developmental disabilities upon request.</li> <li>• Coordinate and collaborate with the DCS Specialist on important aspects of the case. Review information provided about case plan staffings,</li> </ul>

<p>finalizations and provide copies of the Order of Adoption and Adoption Subsidy Agreement.</p> <ul style="list-style-type: none"> <li>• Coordinate and collaborate with the DDD Support Coordinators to jointly identify the most appropriate placement for the child based on the child's needs, for currently or previously eligible* children and minor siblings of that child.</li> </ul> <p>*Previously eligible as defined as a qualifying diagnosis other than "At Risk."</p> <ul style="list-style-type: none"> <li>• Coordinate and collaborate with the DDD Support Coordinators to jointly identify the most appropriate services for the DDD eligible child based on the child's needs and eligibility type (funding source).</li> <li>• Visit the child and the child's caregiver monthly in their home and address safety, permanency and well-being of the child.</li> <li>• Assist with Arizona Long Term Care System (ALTCS) and other eligibility determination processes, as requested by the DDD Support Coordinator. <ul style="list-style-type: none"> <li>- The DCS Specialist can designate the DDD Support Coordinator as the authorized representative for ALTCS application process.</li> </ul> </li> <li>• Coordinate with the DDD Support Coordinator to apply for Supplemental Security Income (SSI) on behalf of the child, or transfer the payee to DES if the child will remain in out-of-home care.</li> <li>• Manage the case plan, visitation, placement, court responsibilities and services aspects of the case.</li> <li>• Collaborate and coordinate with DDD on all emergency and permanency placement moves to ensure services follow the children.</li> <li>• Attend and participate in annual DDD Individual Family Service Plan (IFSP)/Individual Support Plan (ISP) planning meetings, and 90 day reviews.</li> <li>• Make every attempt to coordinate meetings for all parties involved, taking into account each Agency's and/or Division's specific timeframes.</li> <li>• Sign consents for medication prescriptions.</li> <li>• Review and sign necessary DDD documentation requiring the guardian's signature.</li> </ul>	<p>TDM's, CFT's, court hearings and attend meetings to assist DCS with providing information to the court.</p> <ul style="list-style-type: none"> <li>• Provide copies of documents (e.g. Individualized Service Plan (ISP), Individualized Family Support Plan (IFSP), medical, psychological, vendor and provider evaluations and progress reports, incident reports, case file progress notes and any other documents in the file per DCS request.</li> <li>• Visit the child at a minimum according to DDD and AHCCCS policy. <ul style="list-style-type: none"> <li>○ See DDD Policy Manual – Chapter 400 - "Support Coordination" - 404 – "Planning Meetings." <a href="https://www.azdes.gov/uploadedFiles/Developmental_Disabilities/400.pdf">https://www.azdes.gov/uploadedFiles/Developmental_Disabilities/400.pdf</a></li> </ul> </li> <li>• Make every attempt to coordinate meetings for all parties involved, taking into account each Agency's and/or Division's specific timeframes.</li> <li>• Coordinate and collaborate with DCS to ensure services follow the children when there is a change of placements.</li> <li>• For ALTCS eligible children, receiving services from the Regional Behavioral Health Authority (RBHA), DDD Support Coordinators are required to: <ul style="list-style-type: none"> <li>○ Assist with and document the RBHA Intake Process.</li> <li>○ Obtain copy of the RBHA Provider's Individual Service Plan/Treatment Plan.</li> <li>○ Obtain copies of the Psychiatrist's/Assigned Clinician's notes.</li> <li>○ Include at least one outcome/objective related to behavioral health services on the ISP.</li> <li>○ Document medications on the ISP.</li> <li>○ Review on a 90-day face-to-face review cycle.</li> <li>○ Complete an initial and quarterly consultation with a Qualified Behavioral Health Professional.</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>• Provide Notification to DDD <b>A.S.A.P.</b> prior to case closure.</li> </ul>	<ul style="list-style-type: none"> <li>• Make referral to ALTCS for eligibility and services if it appears that the child may be eligible.</li> <li>• Coordinate with the DCS Specialist to apply for Supplemental Security Income (SSI) on behalf of the child, or transfer the payee to DES if the child will remain in out-of-home care. NOTE: Ensure that you have the correct address with the DCS Specialist.</li> <li>• Upon notification by DCS ensure case management/services are in place prior to DCS case closure.</li> </ul>
<p style="text-align: center;"><b>Issue Resolution</b></p>	
<p><b>Eligibility Determination for DDD:</b></p> <p>When the DDD Eligibility Worker finds a child referred from DCS to be ineligible, the application and all supporting documentation will be reviewed by the DDD Medical Director and the DDD Assistant Director for a final determination of ineligibility.</p> <p>The parent, DCS Specialist, and the Guardian Ad Litem will receive a notice regarding ineligibility which will explain the reasons for the denial. The parent, DCS Specialist or the Guardian Ad Litem may appeal a denial decision. The notice will explain the steps to be taken to initiate the grievance process.</p>	
<p><b>Placement and Services Issues:</b></p> <p>If either the DCS Specialist or the DDD Support Coordinator experience difficulties obtaining consultation, services or placements from the other agency or its contractors, the DCS Specialist or DDD Support Coordinator will submit a written request for assistance from their immediate supervisor. The supervisors of the two agencies will jointly discuss the issues and pursue resolution with the Case Managers.</p> <p>If the issue cannot be resolved at this level, the supervisors will elevate the concerns in writing to the DCS Area Program Manager and the DDD Area Manager for review and resolution. The request must provide a brief description of the issues and attempted solutions.</p> <p>If the issue cannot be resolved at this level, the issue will be elevated to the DCS Regional Program Manager and the DDD District Program Manager. If the issue cannot be resolved at this level, the issue will be elevated to the DCS Child Welfare Program Administrator and the DDD Assistant Director for their review and resolution.</p> <p>Each level has five (5) working days to reach a decision unless a longer period is jointly agreed upon; however, at each level every effort should be made to ensure that the decision making is expedited with the intent of resolving the issue in less than five days.</p>	
<p><b>Process for Emergency Resolution:</b></p> <ul style="list-style-type: none"> <li>• If either the DCS Specialist or the DDD Support Coordinator experience difficulties obtaining consultation, services or placements on an emergency basis from the other agency or its contractors, the DCS Specialist or DDD Support Coordinator will contact their Area Managers for immediate assistance. The Area Manager will contact their peer from the other agency for immediate resolution within 1 hour.</li> </ul>	

- If the issue cannot be resolved at this level, the Area Manager will elevate to the Program Manager of their agency, who will contact their peer within 1 hour. If the issue cannot be resolved at this level,
- The issue will be elevated to the DCS Child Welfare Program Administrator and the DDD Assistant Director for their review and resolution within 1 hour.